

Blackboard Learn

Instructors may create assignments in their courses that require students to build a portfolio using Blackboard's portfolio tool.

A portfolio is a website that students use to collect and present evidence of their learning and skill development over time. A portfolio often contains work samples or links to projects that the student has completed.

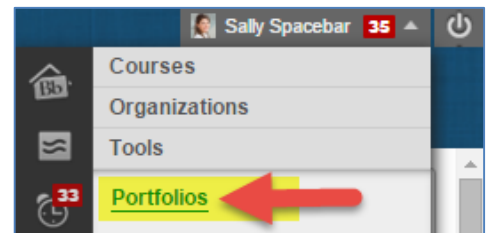


Students can choose to share their portfolios in Blackboard with peers, instructors, and potential employers or export portfolios as a collection of web pages to post online.

HOW TO CREATE A PORTFOLIO FOR THE FIRST TIME

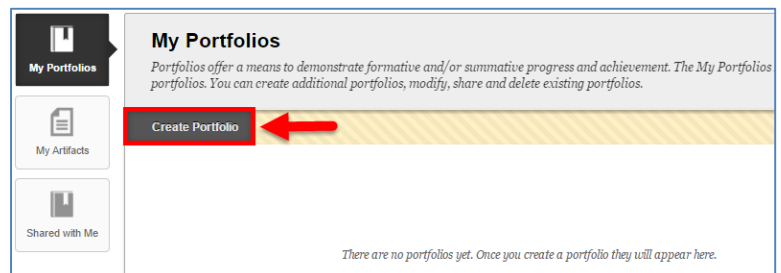
You may create and edit a portfolio independent of links provided within a course through these steps.

1. Once logged into Blackboard, click your name as it appears in the top-right corner of the screen. From the menu that appears, click **TOOLS**. From the list of options that appears, select **PORTFOLIOS**.



2. The **MY PORTFOLIOS** page will appear. This page will contain links to portfolios that you have created as well as tools to create, edit, and share portfolios.

Click the **CREATE PORTFOLIO** button.



3. On the **CREATE PORTFOLIO** page, give the portfolio a name and description. Make sure that the **AVAILABLE** and **COMMENTS ARE PRIVATE** checkboxes are checked and click **SUBMIT**.

Create Portfolio

* Indicates a required field.

Cancel Submit

GENERAL INFORMATION

* Title

Description

A portfolio to demonstrate my the development of my writing skills.

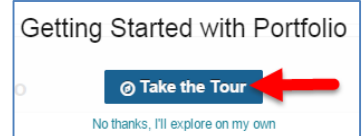
Character count: 67

Available

Comments are Private

If checked, all comments will be hidden from users who can view the Portfolio.

- A “Getting Started with Portfolio – Take the Tour” menu may appear. Click the **TAKE THE TOUR** button to receive prompts and information to guide you through the creation of a basic portfolio.



Create Portfolio: New Portfolio

Settings Preview and Customize Done Editing

Click here to add a header to your portfolio

Portfolio Header

Header repeats on every page. Portfolio also has a footer that repeats on every page.

Close Next -->

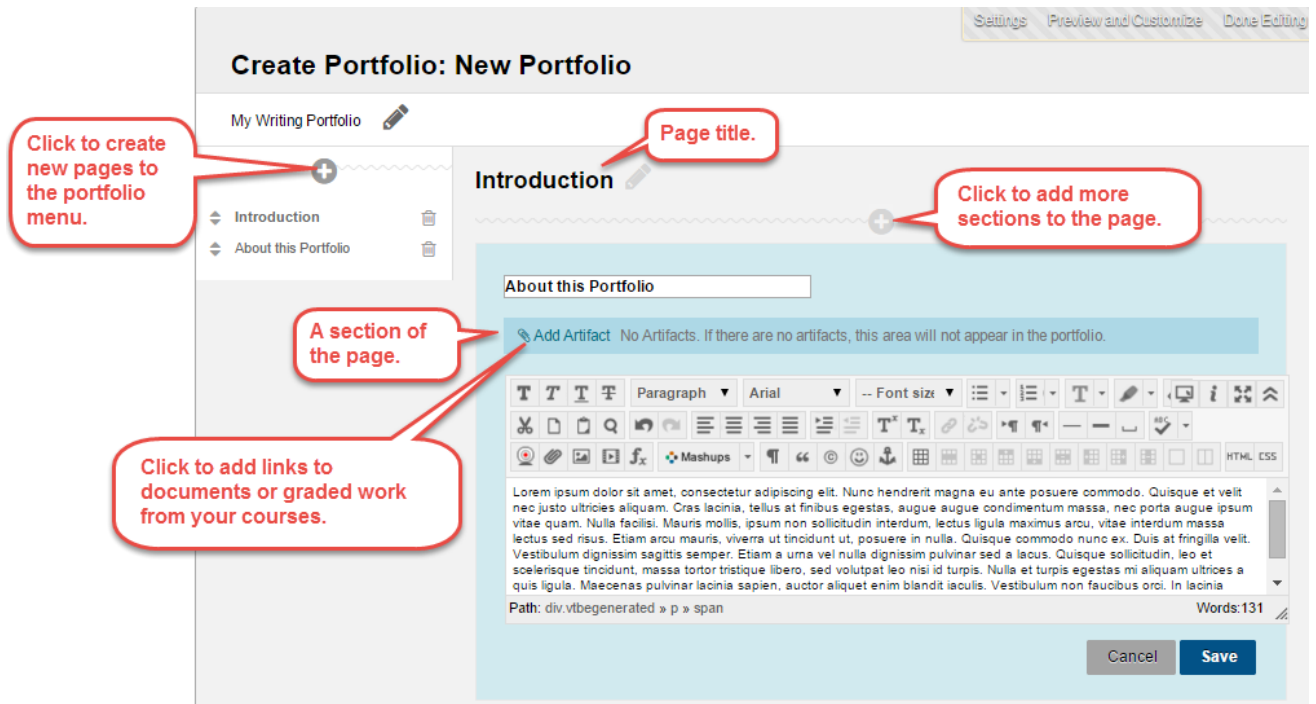
1

Add Artifact No Artifacts. If there are no artifacts, this area will not appear in the portfolio.

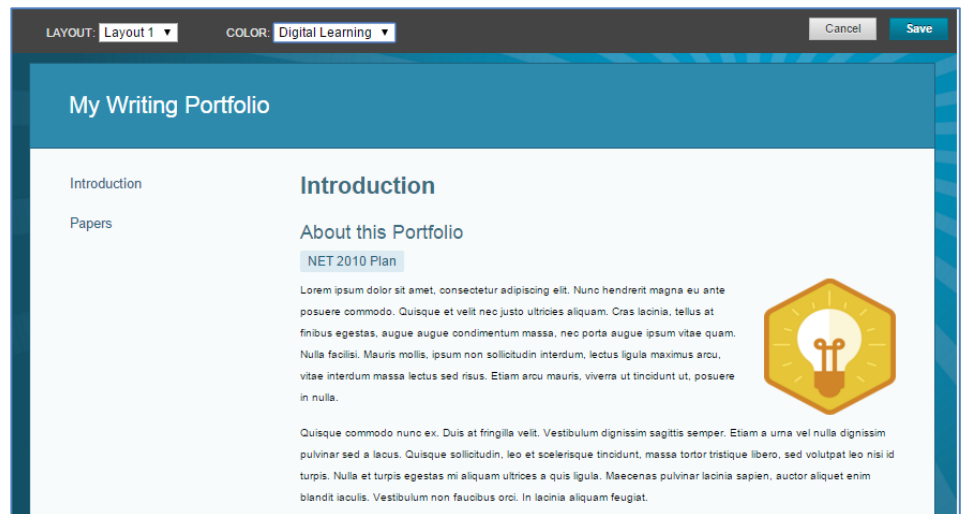
Click here to add content

Click here to add a footer to your portfolio

- Use the provided tools to create pages, sections, and links to content that you have created in your courses to demonstrate the growth of your knowledge.



- When you are done adding content to your portfolio, click the **PREVIEW AND CUSTOMIZE** link. A new window will open. On the preview page, select the **LAYOUT** and **COLOR** theme you want to use and click the **SAVE** button.



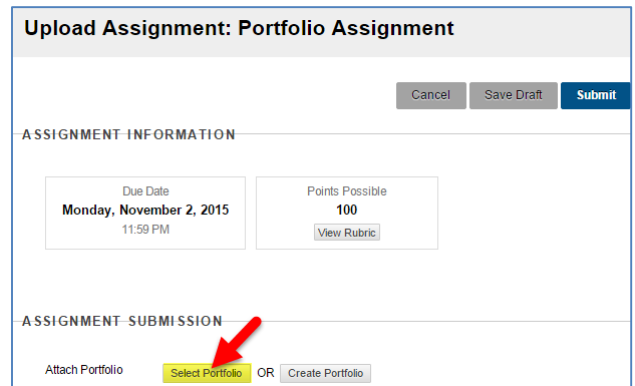
- When you are done editing your portfolio, click the **DONE EDITING** button. You will be taken back to your **MY PORTFOLIOS** page.



HOW TO SUBMIT A PORTFOLIO FOR GRADING

When you are done creating and editing your portfolio, you may follow this process to submit it for grading. Any changes you make to the portfolio *after* you submit it will not be visible to the instructor unless you are allowed by the instructor to submit the assignment again.

1. In the course, navigate to the location where the portfolio assignment is posted. Click the link to the assignment.
2. You will be taken to the **UPLOAD ASSIGNMENT** page. Review the assignment information. Then, scroll down to the **ASSIGNMENT SUBMISSION** section. Click the **SELECT PORTFOLIO** button.



Upload Assignment: Portfolio Assignment

Cancel Save Draft **Submit**

ASSIGNMENT INFORMATION

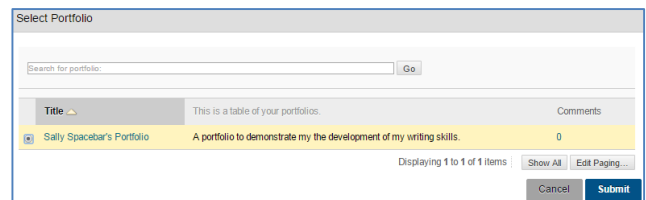
Due Date
Monday, November 2, 2015
11:59 PM

Points Possible
100
[View Rubric](#)

ASSIGNMENT SUBMISSION

Attach Portfolio **Select Portfolio** OR Create Portfolio

3. In the pop-up window that appears, select your portfolio from the list and click **SUBMIT**.



Select Portfolio

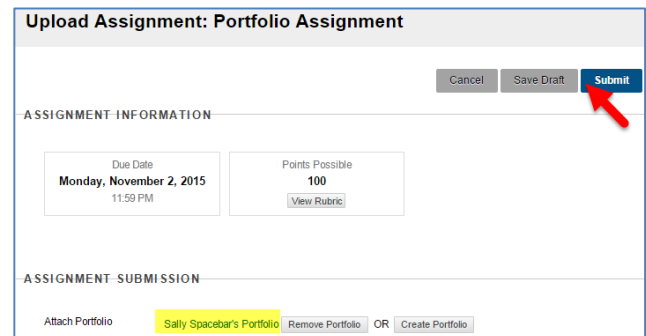
Search for portfolio: Go

Title	This is a table of your portfolios.	Comments
Sally Spacebar's Portfolio	A portfolio to demonstrate my the development of my writing skills	0

Displaying 1 to 1 of 1 items Show All Edit Paging...

Cancel **Submit**

4. Once you see your selected portfolio listed next to the "Select Portfolio" button, click the **SUBMIT** button to send the portfolio to the instructor.



Upload Assignment: Portfolio Assignment

Cancel Save Draft **Submit**

ASSIGNMENT INFORMATION

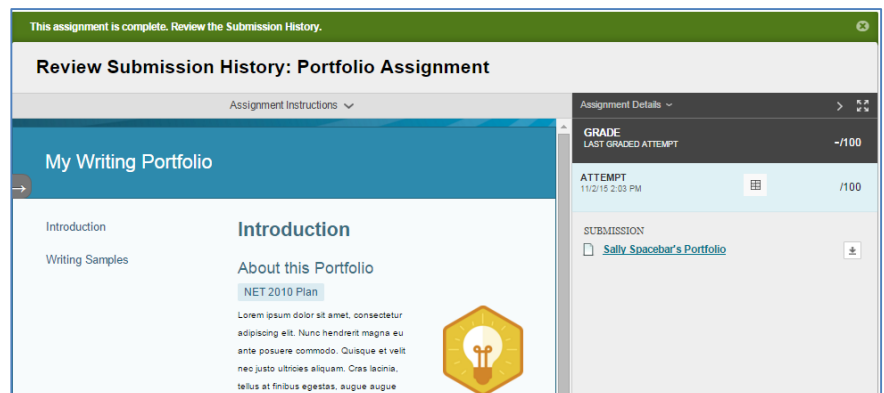
Due Date
Monday, November 2, 2015
11:59 PM

Points Possible
100
[View Rubric](#)

ASSIGNMENT SUBMISSION

Attach Portfolio **Sally Spacebar's Portfolio** Remove Portfolio OR Create Portfolio

5. If the submission is successful, you will see the **REVIEW SUBMISSION HISTORY** page for the assignment, which will display a preview of your portfolio, submission timestamp, and placeholder for your grade.



This assignment is complete. Review the Submission History.

Review Submission History: Portfolio Assignment

Assignment Instructions

My Writing Portfolio

Introduction Writing Samples

Introduction

About this Portfolio

NET 2010 Plan

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc hendrerit magna eu ante posuere commodo. Quisque et velit nec justo ultricies aliquam. Cras laetitia, tellus at finibus egestas, augue augue

Assignment Details

GRADE
LAST GRADED ATTEMPT ~/100

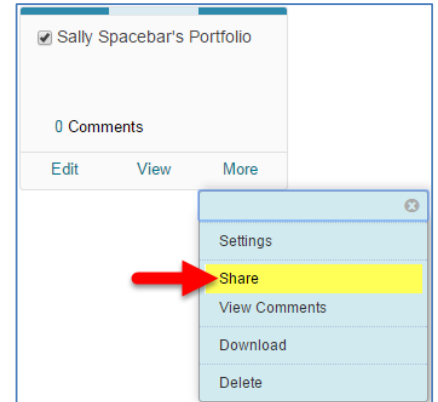
ATTEMPT
11/2/15 2:03 PM /100

SUBMISSION
[Sally Spacebar's Portfolio](#)

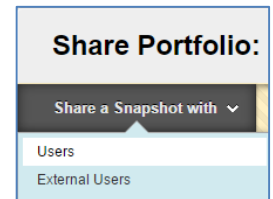
HOW TO SHARE A PORTFOLIO WITH OTHERS

If you would like a classmate, instructor, or potential employer to see a portfolio developed in Blackboard, you may use the portfolio's sharing tools through this process. Any changes made to the portfolio after you have shared it will not be visible to others unless you share the portfolio again.

1. Once logged into Blackboard, click your name as it appears in the top-right corner of the screen. From the menu that appears, click **TOOLS**. From the list of options that appears, select **PORTFOLIOS**.
2. On the **MY PORTFOLIOS** page, locate the portfolio that you want to share and click its **MORE** link. From the menu that appears, select **SHARE**.



3. On the **SHARE PORTFOLIO** page, roll your mouse over the **SHARE A SNAPSHOT WITH** menu and select either **USERS** or **EXTERNAL USERS** to designate who you will share the portfolio with and send an email invitation to view your portfolio.

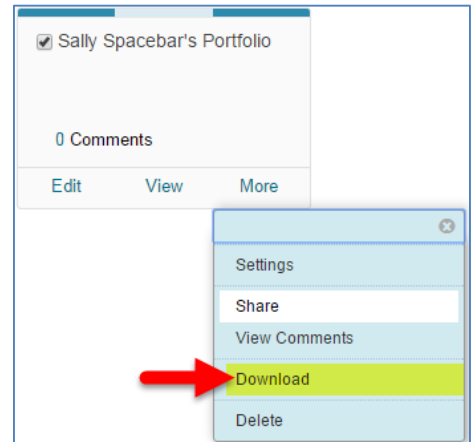


- a. To share a portfolio with an instructor or classmate, select the **USERS** option. You will be prompted to use search tools to find and select a student or instructor from MATC.
 - b. To share a portfolio with someone outside of MATC, select the **EXTERNAL USERS** option. You will be prompted to enter the email address of individual who you will share the portfolio with. The email will contain an external URL to the portfolio to view the portfolio as a guest. No Blackboard login will be needed to view the portfolio.
4. When you are done, click **SUBMIT**. A notification email will be sent to the individual you selected. The email will contain an external URL to the portfolio to view the portfolio as a guest. No Blackboard login will be needed to view the portfolio.

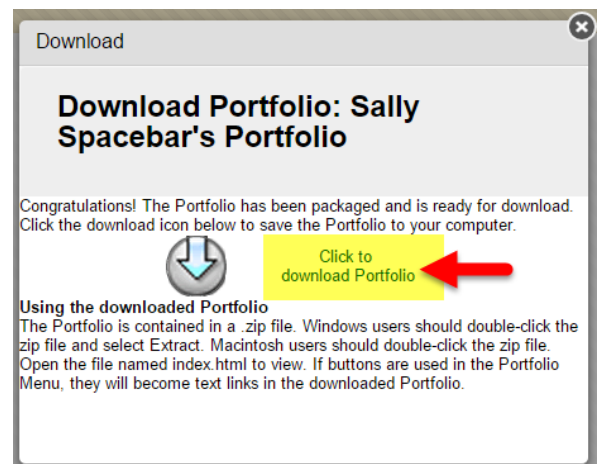
HOW TO DOWNLOAD A PORTFOLIO

After your portfolio is complete, we strongly recommend downloading a copy of the portfolio for your records and future use. You may download your portfolio as a series of web pages in a compressed .zip file by following these steps.

1. Once logged into Blackboard, click your name as it appears in the top-right corner of the screen. From the menu that appears, click **TOOLS**. From the list of options that appears, select **PORTFOLIOS**.
2. On the **MY PORTFOLIOS** page, locate the portfolio that you want to share and click its **MORE** link. From the menu that appears, select **DOWNLOAD**.



3. A **DOWNLOAD PORTFOLIO** pop-up will appear to confirm that a package of files is ready to be downloaded. Click the provided **DOWNLOAD LINK**.



4. The portfolio will download as a compressed zip folder named "Portfolio Download". You may [extract the files from the compressed folder](#) to view them and upload them to another website if desired.

